

BANKRUPTCY COURT LOCATIONS

AKRON

455 John F. Seiberling Federal Building & U.S. Courthouse
Two South Main Street
Akron, Ohio 44308
Phone: (330) 252-6100
Judge: Marilyn Shea-Stonum
Deputy Clerk in Charge: Marie Randolph
CM/ECF Help Desk: (330) 252-6145

CANTON

Ralph Regula Federal Building & U.S. Courthouse
401 McKinley Ave SW
Canton, OH 44702-1745
Phone: (330) 458-2120
Judge: Russ Kendig
Deputy Clerk in Charge: Karen Rupert
CM/ECF Help Desk: (330) 458-2345

CLEVELAND

Howard M. Metzenbaum U.S. Court House
201 Superior Avenue
Cleveland, Ohio 44114
Phone: (216) 615-4300
Judges: Randolph Baxter
Pat E. Morgenstern-Clarren
Arthur I. Harris
Deputy Clerk in Charge: Teresa Underwood
CM/ECF Help Desk: (216) 615-4460

TOLEDO

James M & Thomas W.I. Ashley U.S. Courthouse
1716 Spielbusch Avenue
Toledo, Ohio 43604
Phone: (419) 213-5600
Judges: Richard L. Speer
Mary Ann Whipple
Deputy Clerk in Charge: David Fickel
CM/ECF Help Desk: (419) 213-5600

YOUNGSTOWN

Nathaniel R. Jones Federal Bldg & U.S. Courthouse
10 East Commerce Street
Youngstown, Ohio 44503
Phone: (330) 742-0900
Judge: Kay Woods
Deputy Clerk in Charge: Donald Hinkson
CM/ECF Help Desk: (330) 742-0920

REGISTRATION INFORMATION

Attorneys and others wishing to register for an account on the Court's Electronic Case Filing (ECF) System must submit a Registration Form and User Agreement. Different versions of this document, as well as additional information on CM/ECF, can be found by visiting the Electronic Case Filing link on the Court's web site at www.ohnb.uscourts.gov.

Training on the ECF system will be provided free of charge to registered users and their staff. The training course has been approved by the Ohio Supreme Court Commission on Continuing Legal Education for 3 CLE credit hours.

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OHIO



Electronic Case Filing [ECF]

Informational Brochure

**CHIEF JUDGE MARILYN SHEA-STONUM
JUDGE RICHARD L. SPEER
JUDGE RANDOLPH BAXTER
JUDGE PAT E. MORGENSTERN-CLARREN
JUDGE RUSS KENDIG
JUDGE MARY ANN WHIPPLE
JUDGE ARTHUR I. HARRIS
JUDGE KAY WOODS**

CLERK: KENNETH J. HIRZ

Effective Date: May 2001
Latest Revision: July 2010

What is CM/ECF?

“CM” stands for “Case Management.” It is an automated docketing system used by the federal courts. “ECF,” which stands for “Electronic Case Filing,” allows trained and certified users to file new bankruptcy cases and other pleadings over the Internet.

How can attorneys participate in the CM/ECF system?

Each attorney admitted to practice in this court and in good standing is eligible to register for a login and a system password. This will permit the attorney to participate in the electronic retrieval and filing of pleadings and other papers. Information on registration for a system password can be obtained by visiting the Electronic Case Filing link on the Court’s website at www.ohnb.uscourts.gov.

How is the general public given access to the CM/ECF system?

Any person or organization with a PACER account may access the system via Web PACER on a “read only” basis. Anyone without a Web PACER account may access the electronic docket and documents via “read only” public terminals at the court’s divisional offices during regular business hours.

What are the benefits of CM/ECF?

- ★ It is easy to use.
- ★ Electronic access to case files is available twenty-four hours a day, seven days a week (except when the system is down for maintenance).
- ★ The time it takes to file a petition or other document is reduced.
- ★ The amount of paper used and the necessary storage space are greatly reduced.
- ★ Copies of documents can be made instantly from an office or home computer.
- ★ All registered parties receive electronic notification of filings, which eliminates the cost of handling and mailing paper notices, and speeds delivery.
- ★ Docket and report generation is facilitated.
- ★ File usage allows simultaneous access by the public, bench and bar.
- ★ The cost for attorneys is low, as compared to the costs incurred when filing conventionally.

What hardware and software will users need to participate in ECF?

- ✓ a device (such as a PC) with an Internet connection of at least 56K (a higher speed connection such as DSL or cable is recommended)
- ✓ software that can view and create PDF files
- ✓ a scanner and scanner software, with scanner settings of 300 pixels per inch (ppi) or higher (if any documents to be filed need to be converted into electronic format)
- ✓ the Mozilla Firefox browser (software version 3.x or newer) or the Microsoft Internet Explorer browser (software version 6.x or newer). The Netscape browser should not be used.